




Office of the State Controller

Alert # 201

TO: Controllers and Chief Fiscal Officers of State Departments,
Higher Education Institutions and Boards

FROM: David J. McDermott, State Controller 

DATE: March 25, 2013

SUBJECT: COFRS Modernization
General Fund Roll Forward Approvals
Indirect Costs Excess Recovery Fund Created in Senate Bill 13-109
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FY13 Cell Phone Stipend Amount
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COFRS Modernization

The COFRS Modernization Project (CMP) is approaching a milestone with the completion of the Fit Gap Sessions and documentation. The CMP team will hold a session at Fort Logan on April 3, 2013 to review with State agencies the status of Fit Gap issues identified, decision made, and the assumptions under which CGI will proceed with design of the system configuration. Please plan to attend. More information will be forthcoming from the CMP team.

General Fund Roll Forward Approvals

The Office of the State Controller has received inquiries regarding the treatment of rollforward requests from Fiscal Year 2012-13 into Fiscal Year 2013-14. After discussions with the Governor's Office of State Planning & Budgeting, the State Controller has determined it is appropriate to maintain the standards related to rollforwards that have been applied over the last several years. Those standards are repeated below for your benefit.

There are three conditions under which General Fund rollforwards have traditionally been approved, 1) expressed legislative intent, 2) extenuating circumstances beyond the control of the department, and 3) goods or services timely ordered from Correctional Industries (Juniper Valley) and are expected to be delivered by August 29th. The following provides additional information as to the assessment of how each of the three criteria are met:

1. **Expressed legislative intent.** Legislative intent will not be inferred or deduced in approving rollforwards. Legislative intent must be in written form in a formal legislative action signed by the

Governor. Common forms are letternotes and footnotes in the Long Bill, Supplemental bills, and Long-Bill Add-ons. Expressed legislative intent may also be included in substantive and fund enabling legislation. Expressed legislative intent is the most certain way to obtain approval for a General Fund rollforward. If you believe you will not expend your Fiscal Year 2012-13 appropriation within this fiscal year and you intend to request a rollforward, you are encouraged to petition the General Assembly now for a formal expression of legislative intent in one of the formats discussed above

2. **Extenuating circumstances.** Extenuating circumstances must clearly be beyond the control of the department and should have been mitigated to the greatest extent possible by advanced planning, documented early ordering, early and frequent order status monitoring, and documented goods or services delivery deadlines communicated to and acknowledged by the vendor. The following items do not qualify as extenuating circumstances and are not intended to be all inclusive (State Controller's judgment will be applied):
 - a. Inadequate time to implement a new program before the statutory deadline,
 - b. Failure of the selected vendor to perform for any reason other than an act of God,
 - c. Shipping delays, or
 - d. Customs delays.
3. **Correctional Industries.** The policy allowing late delivery of goods and services purchased from Correctional Industries was intended to allow Correctional Industries to accommodate the large volume of orders that occur near year-end. The policy was adopted in recognition of the statutory requirement to purchase certain goods and services from Correctional Industries. The policy was not to assist State agencies in reducing their year-end reversions using late Correctional Industries orders. The same timely order and order status monitoring documentation requirements apply to Correctional Industries that apply to other vendors.

Notwithstanding the improvement in State revenue collections, major program demands on resources continue to exceed resources available. Within the limits of effectively carrying out your legislatively mandated programs, it is in the best interest of every State employee to maximize the ending General Fund balance to assist with next fiscal year's budget challenges. In addition, it is not appropriate for the State Controller to approve rollforwards that reduce the ending General Fund balance for goods and services we did not receive during the fiscal year at the same time the State is delaying payroll and Medicaid payments for services actually provided to the State during the fiscal year. Your cooperation in controlling the requests for all rollforwards, especially General Fund rollforwards, is appreciated.

Indirect Costs Excess Recovery Fund Created in Senate Bill 13-109

Excess indirect cost recoveries, prior to Senate Bill 13-109, were generally required to be credited to the General Fund. As a result, collections from the application of the approved departmental indirect cost rate in excess of overhead costs reverted to the General Fund. Senate Bill 13-109 creates the Indirect Costs Excess Recovery Fund, with an account for each principal department, except the Department of Higher Education, as a mechanism to capture this excess revenue for use in future years. The calculation of the excess is based on each department's Indirect Cost Assessment line item(s). It is the policy of the State Controller that the maximum recovery available, as required in Fiscal Rule 8-3, be credited as revenue to the Indirect Cost Assessment line item(s). Prior to agency close on July 31, 2013, each agency shall transfer any revenues collected in the Indirect Cost Assessment line item in excess of the amount expended to Fund 27G – I/C EXCESS RECOVERY FUND. Contact Trevor Borgonah (trevor.borgonah@state.co.us or 303-866-3468) to establish the FAGY table and transfer codes, as necessary, to complete the transaction. As required by Senate Bill 13-109, the Office of the State Controller will annually report the revenues, expenditures, and balance in each department account within the Indirect Costs Excess Recovery Fund to the Joint Budget Committee and the General Assembly each November 1. Please contact your FAST field controller if you have any questions.

Fiscal Procedures Manual Available

The Fiscal Year 2013-14 Fiscal Procedures Manual is almost finished and will be available on the State Controller's website.

If an agency wants to have paper copies, these are available from DPA, Division of Central Services by contacting IDF Digital Printing. To order a paper copy you will need to do the following:

- Complete the IDF Digital Printing order form located at:
<http://www.colorado.gov/cs/Satellite/DPA-DCS/PA/1200535985171>
- Request the file called: Fiscal Procedures Manual FY13-14.pdf.
- E-mail the form to: IDS.customerservice@state.co.us

Your copies of the manual will be delivered to you via inter-departmental mail. Please contact your FAST Field Controller if you have any questions.

Cell Phone Stipend Amount

The stipend amount for Fiscal Year 2012-13 is \$50.21 per month which is the same amount as was applicable in Fiscal Year 2011-12. If you have been paying the \$50.21 amount for the stipend, no changes should be needed to your accounts for Fiscal Year 2012-13.

Fiscal Year 2012-13/Fiscal Year 2013-14 Open Close Training – Optional Training Sessions

"General Open/Close training" is scheduled for Tuesday, April 16, 2013, at Ft. Logan Auditorium from 9:00am – 12:00pm. Please note that FAST will hold an optional Q&A session immediately after the General Open/Close training for any specific questions you may have related to your accounting issues. The optional Q&A session is being offered as a replacement for the standard afternoon sessions that have been typically held in hopes that we can better address items that are specific to you and your agency.

"Open/Close Training for New Employees" is scheduled for Wednesday, April 24, 2013, in the 2nd floor Exam Room at 633 17th Street from 8:30am – 4:00pm. This is a more in-depth training of the Fiscal Procedures Manual and Open/Close process targeted for new employees or those who have transferred to a different position during the last fiscal year.

Online registration is now available for the above two sessions at:

<http://www.colorado.gov/dpa/dfp/sco/traininginfo.htm>.

Higher education will have specific "HE Open/Close training" available to meet its unique needs. One session is scheduled for Wednesday, April 17, starting at 1:00pm, at the University of Colorado at Denver.

Please contact your FAST Field Controller if you have questions about the non-Higher Education training sessions. Please contact Fiftwo Baldwin (303-837-2150 or Fiftwo.Baldwin@cu.edu) if you have questions about registering for the Higher Education session. Bringing your copy of the Fiscal Procedures Manual to these trainings is highly recommended.

CFMA/CSMA Spring Conference – May 16 & 17, 2013

The Colorado Fiscal Managers Association (CFMA) and the Colorado State Managers Association (CSMA) Spring Conference will be held at Cheyenne Mountain Resort – Colorado Springs. Registration

for 2013 CFMA/CSMA Spring Conference is now open. A total of CPE credits will be offered, including 2 hours of Ethics. Early registration for the 2 day conference is \$150 and includes the sessions, break refreshments, and two lunches. After April 19, 2013, the registration fee increases to \$220. Please visit the CFMA website at <http://www.colofma.com/> and click on the events tab to register for the conference. For those needing lodging accommodations, the Cheyenne Mountain Resort is offering a room rate of \$83 per night (if booked by April 23, 2013). There is a link to their website on the registration page.

OSC Staff Changes

Melissa Moynham has left OSC FAST to Department of Law as Controller as of February 25, 2013. Congratulations Melissa!

FAST Assignments

The updated FAST assignments are attached. It has been updated to reflect FAST's new staff changes.

Field Accounting Services Team (FAST) Agency Assignments

Effective February 25, 2013

Back up persons are noted by the name in the column to the right of the agency code.

RENEE STREBELINSKI		
renee.strebelinski@state.co.us		
303-866-4162		
		[Backup]
AGRICULTURE	BAA	JING
PUBLIC HEALTH & ENV	FAA-FMA	TOM
COMM. COLLEGES	GJA-GJT	SUSAN
FT LEWIS COLLEGE	GSA	TOM
WESTERN STATE COLLEGE	GWA	TOM
ADAMS STATE COLLEGE	GYA	SUSAN
MESA STATE COLLEGE	GZA	SUSAN
JUDICIAL	JXX	JING
LAW	LAA	TOM
TREASURY	WAA-WCA	TOM

SUSAN THOMSON		
susan.thomson@state.co.us		
303-866-4161		
		[Backup]
PERSONNEL	AAA-ARA	JING
EDUCATION/CSI/CSDB	DAA-DAC,DBA	RENEE
GOVERNOR'S OFFICE	EAA-ESA	JING
DHE/PRIV OCC ED	GAA/GPA	TOM
COLLEGE ASSIST	GDA	TOM
MINES	GLA	RENEE
AHEC	GMA	JING
COLLEGE INVEST	GRA	TOM
LOCAL AFFAIRS	NAA	RENEE
NATURAL RESOURCES	PXX	JING

TOM GAMACHE		
tom.gamache@state.co.us		
303-866-3890		
		[Backup]
CORRECTIONS	CAA-CIA	RENEE
CSU SYSTEM	GGA-GGJ	JING
UNC	GKA	RENEE
TRANSPORTATION	HAA	SUSAN
HUMAN SERVICES	IHA-ILF	SUSAN
MILITARY AFFAIRS	OAA-OCA	JING
REVENUE	TAA-TGA	SUSAN
HEALTH CARE POLICY & FIN	UHA	SUSAN

JING YE		
jing.ye@state.co.us		
303-866-3891		
		[Backup]
CONTROLLER	999	-
HISTORICAL SOCIETY	GCA	TOM
CU SYSTEM	GFA-GFE	TOM
METRO STATE COLLEGE	GTA	SUSAN
LABOR & EMPLOYMENT	KAA	RENEE
LEGISLATIVE BRANCH	MAA-MEA	RENEE
PUBLIC SAFETY	RAA	SUSAN
REGULATORY AGENCIES	SXX	RENEE
SECRETARY OF STATE	VAA	RENEE

BRENDA SHELINBARGER		
brenda.shelinbarger@state.co.us		
303-866-4165		
FIELD ACCOUNTING SERVICES TEAM ACCOUNTANT		

